



STANDARDS OF APPRENTICESHIP
adopted by

CITY OF TACOMA - LIGHT DIVISION APPRENTICESHIP COMMITTEE

| <u>Skilled Occupational Objective(s):</u> | <u>(sponsor)</u> | <u>DOT</u> | <u>Term</u> |
|---|------------------|-------------|-------------|
| LINE ELECTRICIAN | | 821.261-014 | 7000 HOURS |
| METER TECHNICIAN | | 729.281-014 | 6000 HOURS |
| WIRE ELECTRICIAN | | 829.281-014 | 7000 HOURS |



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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APRIL 16, 2004

Committee Amended

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

City of Tacoma, Department of Public Utilities and the International Brotherhood of Electrical Workers, Local #483, mutually working together for the advancement of the Department of Public Utilities and the progress of the employees, have developed a program of practical and technical personnel training. The apprentices of the Department of Public Utilities will gain a better understanding of their craft and a recognition of their obligation to the community. We, therefore, believe the interest of the people of the State of Washington, the employees and the Department of Public Utilities will be better served by this formal apprenticeship system.

The following Standards for the development of apprentices have been recommended by the Joint Apprenticeship Training Committee in accordance with the provisions of the Collective Bargaining Agreement, and in cooperation with the Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

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The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

All distribution areas of the City of Tacoma, Department of Public Utilities in the State of Washington with operating headquarters in Tacoma, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Must be at least 18 years of age.**

Education: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Physical: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Testing: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Other: **N/A.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship

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and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

All persons under the jurisdiction of the Apprenticeship Committee will have equal opportunity to participate in the apprenticeship programs. Management will assist the Apprenticeship Committee in determining the need for apprentices in the future.

The selection of Apprentices from the Civil Service eligible list will be on the basis of the following:

- | | |
|--------------------------------|--|
| 1. Education/Experience | 4. Reference checks |
| 2. Available openings | 5. Physical examination |
| 3. Tests | 6. Physical ability assessment. |

Apprentices will be hired from the Civil Service eligible lists and their probation shall be for a one-year period as an apprentice. Announcements, application, and placement testing for the Civil Service list will be administered through the City of Tacoma Personnel Department. Applicants may not transfer from one apprenticeship program to another without successfully completing the Civil Service examination process, unless approved by the Joint Apprenticeship and Training Committee. The Apprenticeship Committee reserves the right to require additional screening tests of each person requesting entrance into the applied for apprenticeship program. The applicant may be called before the Committee for further evaluation prior to being accepted for enrollment in the apprenticeship program.

B. Equal Employment Opportunity Plan:

Conduct of the Program under the Washington Equal Opportunity Plan is exempt by reason of selection through the Civil Service Rules and the City of Tacoma, Affirmative Action Plan Registration #55.053.8200.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

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- A. **Line Electrician:** The term of apprenticeship shall not be less than three years or 7000 hours of reasonably continuous employment.
- B. **Wire Electrician:** The term of apprenticeship shall not be less than three years or 7000 hours of reasonably continuous employment.
- C. **Meter Technician:** The term of apprenticeship shall not be less than three years or 6000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 2,000 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

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There shall not be more than one apprentice for each two journeypersons employed.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Line Electrician, Wire Electrician and Meter Technician:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1000 hours | 78.0% |
| 2 | 1001 - 2000 hours | 80.0% |
| 3 | 2001 - 3000 hours | 84.0% |
| 4 | 3001 - 4000 hours | 84.0% |
| 5 | 4001 - 5000 hours | 87.5% |
| 6 | 5001 - 6000 hours | 87.5% |
| 7 | 6001 - 7000 hours | 87.5% (Wire only) |
| 7 | 6001 - 7000 hours | 90.0% (Line only) |

B. The following procedure will be utilized by the Apprenticeship Committee in reviewing apprentices for advancement within the program.

- 1. All apprentices will be considered for promotion.**
- 2. Advancements will be made on the basis of education, monthly reports from supervisors, foremen and journeypersons working with the apprentices, time in step, and seniority in the section assigned. (Seniority will only be used when the other factors are considered equal.)**

C. This procedure will give apprentices who apply themselves a greater opportunity to be advanced.

D. The training officer will maintain records of all employees in the various apprentice programs. All school records (test grades, time in step, attendance

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in school, completion dates of course and seniority) will be registered on a card with the apprentice's name and step. The Training Officer will compile this data and present the information to the Apprenticeship Committee at all meetings called to consider advancements.

- E. It will be the duty of the section supervisor to collect the monthly on-the-job training reports for each apprentice from the foreman. All apprentices are to be rated by the Apprenticeship Committee and will be rated in the step to which they are assigned. It shall be the duty of the apprentice to initiate progress reports and submit these to their foreman on a regular basis.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Line Electrician: **Approximate Hours**

1. Cold Distribution3470
 - a. Pole, arms and guys
 - (1) Dig pole holes
 - (2) Ordinary soil, rock, hard pan, swamp
 - (3) Locate poles with proper regard for property
 - (4) Lines, sidewalks, ditches, etc.
 - (5) Load and unload poles on trailers, trucks or cars
 - (6) Apply preservative treatment to wood poles
 - (7) Shave, paint, roof and frame poles
 - (8) Set poles with derrick and with pikes
 - (9) Face, straighten and line in poles
 - (10) Place "heel and toe" on self-supporting poles
 - (11) Fill and tamp around pole
 - (12) Stub a decayed pole
 - (13) Move a pole by trenching
 - (14) Test poles for decay, using test bar
 - (15) Replace poles by digging new hole beside old pole
 - (16) Replace poles by pulling old butt and reaming hole
 - (17) Select proper arm for job
 - (18) Install single arm and buck arm
 - (19) Install double arm with space bolts
 - (20) Install alley arm
 - (21) Install pins and deadend bolts in arm
 - (22) Make up guy wire body and tails using clamps and also by serving wire
 - (23) Install all types of anchors-legs, expanding, cone, swamp, etc.
 - (24) Install all types of guys-sidewalk, span, arm, anchor, etc.
 - b. Conductors, switches, protective devices
 - (1) Stringing of conductors
 - (2) Bare copper and aluminum, W.P., copper and aluminum

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- (3) Splicing conductors, copper and aluminum**
 - (4) Tying conductors, copper and aluminum**
 - (5) Making conductor to conductor taps, copper and aluminum, and combinations of both**
 - (6) Install common types of insulators**
 - (7) Remove conductors being replaced**
 - (8) Install single pole disconnecting switches**
 - (9) Install gang-operated switches**
 - (10) Install line fuses**
 - (11) Install pole-mounted oil switches**
 - (12) Install capacitor banks**
 - (13) Install lightning arrestors**
- c. Transformers**
- (1) Install cutouts and proper fuses**
 - (2) Install and connect a single-phase transformer for 120-volt two-wire load and 120/240-volt three wire load**
 - (3) Install and connect an additional transformer to secondary bus fed by other transformers**
 - (4) Install and connect three transformers-delta-delta and wye-delta**
 - (5) Install and connect two transformers-delta-delta and wye-delta**
 - (6) Connect transformer bank to supply 240-volt three phase and 120/240-volt single-phase service**
 - (7) Connect transformer bank to supply combination, 208 volt three-phase and 120/208-volt single-phase service**
 - (8) Connect additional transformers to feed a three-phase bus feed from another source**
 - (9) Relation and phasing**
 - (10) Use of instruction, voltmeters, ammeters, phase sequence indicators, etc.**
 - (11) Connect current and potential transformers for metering**
- d. Service Drops and Meters**
- (1) Install drops and meter for two-wire and three-wire single phase**
 - (2) Install drops and meter for three phase power**
 - (3) Install drops and meters for four-wire combination power and lighting service**
- e. Safety**
- (1) Attend regular safety meetings**

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- (2) WISHA accepted first aid training
 - (3) Learn care and inspection of safety equipment, tools and ropes
 - (4) Pole top rescue, vault rescue, and bucket rescue
 - (5) Hot stick training
 - (6) Tree trimming and tree climbing training
- 2. Underground work experience1880
 - a. Circuitry of underground equipment
 - (1) Padmount transformers, single and three-phase
 - (2) Total underground transformers with internal line circuit
 - (3) Tap junction boxes
 - (4) Switch junction boxes
 - (5) Padmounted switch gear
 - (6) Primary riser pole
 - b. System maps and circuit diagrams
 - (1) Circuit map
 - (2) Plant location maps
 - (3) Cable numbering system
 - (4) Single-phase radial system
 - (5) Single-phase sectionalized loop systems
 - (6) Three-phase systems
 - (7) Secondary systems
 - c. Underground job layout
 - (1) Trench location-horizontal and depth
 - (2) Joint use of trench-random lay
 - (3) Locating pipes and other obstructions
 - (4) Street crossing
 - (5) Transformer handhole locating
 - (6) Multiple foundation boxes for switch gear and three-phase transformer installations
 - (7) Secondary connection box location
 - d. Subsurface structures and trenches
 - (1) Trenching with machine and backhoe
 - (2) Excavation for transformer handhole and installation of handhole
 - (3) Secondary connection box excavation and installation
 - (4) Street crossing, open trench, bore, push
 - (5) Conduit bending
 - (6) Duct bank installation
 - (7) Manhole installation

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- e. **Cable and equipment installation**
 - (1) Cable installation in open trench
 - (2) Cable installation in duct
 - (3) Transformer and switch gear installation
 - (4) Cable terminations - Essna elbow type
 - (5) Cable terminations - pre-assembled pothead type
 - (6) Cable terminations - taped stress cone type
 - (7) Cable splicing
 - (8) Junction box connections with assembled cable terminations
 - (9) Primary circuit connections - phase and neutral
 - (10) Cable identification by ring out and inspection and cable tagging
 - (11) Grounding at equipment installations
 - (12) Secondary and service connections
 - (13) Final inspection and system testing
 - f. **Operations and maintenance of underground system**
 - (1) Replace line fuse on underground circuit
 - (2) Replace underground transformer fuse
 - (3) Locate and isolate secondary fault
 - (4) Switch underground circuit with underground switch gear
 - (5) Remove and replace underground transformers
 - (6) Remove cable from service for extension or to be tapped
 - (7) Establish clearance on underground system by isolation and grounding
 - (8) Locate fault on underground equipment or system by sequenced sectionalizing and re-energization of system
 - (9) Establish precise location of cable fault with testing equipment
 - (10) Excavate area of faulted cable identify cable in excavated area make cable repair splice
3. **Hot Distribution710**
- a. Pole setting
 - b. Close proximity
 - c. Primary gloving
 - d. Primary hotsticking
 - e. Transmission hotsticking
 - f. Test equipment
 - g. URD primary switching

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- 4. Tree Trimming.....340
 - a. Tool application
 - b. Equipment operations
 - c. Tree trimming basics
 - d. Wire and circuit ID
 - e. Chain saw safety
 - f. Tree ID
 - g. Proper rigging techniques

- 5. Transmission Work600
 - a. Pole setting
 - b. Rebuilt
 - c. Framing/guying
 - d. Deadending
 - e. Clipping
 - f. Switches
 - g. Wire stringing
 - h. Ground work

TOTAL HOURS: 7000

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| <u>B. Meter Technician:</u> | <u>Approximate Hours</u> |
|---|---------------------------------|
| 1. Residential Metering..... | 1500 |
| a. Single phase self contained meters | |
| b. Single phase transformer rated meters | |
| c. Meter tampering and current diversions | |
| d. Graphics instruments | |
| e. Customer relations | |
| 2. Commercial and Industrial Metering | 2500 |
| a. Poly-phase self contained non-demand | |
| b. Poly-phase transformer rated | |
| c. Poly-phase self contained demand meters | |
| d. Poly-phase transformer rated demand meters | |
| e. Power factor metering | |
| f. Recording instruments | |
| g. Transformer loss compensators | |
| 3. Meter Shop Lab..... | 1200 |
| a. Portable instruments | |
| b. Kilo-watt hour standards | |
| c. Current and potential devices | |
| d. Transducers | |
| e. Panel mounted instruments | |
| f. Data acquisition and recording | |
| 4. Meter Shop | 600 |
| a. Meter numbering and recording | |
| b. Meter testing using portable and bench testing equipment | |
| c. Primary metering instrument mounting | |
| d. Data retrieval using remote terminal | |
| e. Fork lift training | |
| f. Obsolete instrument disposal procedures | |
| 5. Safety..... | 200 |
| a. Safety meeting attendance | |
| b. First aid training | |
| c. Care and inspection of safety equipment | |
| d. Defensive driving instruction | |
| e. OSHA and WISHA safety standards | |
| TOTAL HOURS: | 6000 |

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| <u>C.</u> | <u>Wire Electrician</u> | <u>Approximate Hours</u> |
|------------------|---|---------------------------------|
| 1. | Safety | 500 |
| a. | Orientation | |
| (1) | New Employee Handbook | |
| (2) | Apprenticeship Survival Guide | |
| (3) | First Aid/CPR | |
| (4) | WDL - CDL Class A | |
| (5) | Rescue | |
| (6) | Hot Stick Introduction | |
| (7) | Tower and Substation Equipment Climbing | |
| (8) | Flagging | |
| (9) | Forklift | |
| (10) | Station Equipment Identification | |
| (11) | Care and Use of Safety Equipment | |
| (12) | Proper Use of Industry Tools | |
| b. | Safety meetings | |
| c. | Tagging and clearance procedures | |
| d. | Electrical worker's safety rules, 296-45 WAC | |
| e. | State safety standards for construction work, WAC 296-155 | |
| 2. | Substation and Switchyard Construction and Maintenance | 4500 |
| a. | Towers and pedestals | |
| b. | Grounding | |
| c. | Insulators and bus work | |
| d. | System Simulator | |
| e. | Lighting Arrestors | |
| f. | Breakers and switches | |
| (1) | SF6 | |
| (2) | Vacuum | |
| (3) | Oil | |
| (4) | Air | |
| g. | Transformers | |
| (1) | Mobile Substations & Equipment | |
| (2) | Re-gasketing | |
| (3) | De-hydration | |
| h. | Oil Spill Clean-up | |
| i. | Oil Testing and Reclaiming | |
| (1) | Oil Lab | |
| (2) | Processing | |
| j. | Conduit and duct work | |
| k. | Control wiring | |
| l. | Fiber Optics | |
| m. | Relays and metering | |
| (1) | Solid State | |
| (2) | Electro Mechanical | |

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- n. Introduction to Micro Processor Devices
 - o. Electrical Diagnostic Equipment
 - p. Equipment Condition Monitoring
 - (1) On-line Diagnostics
 - q. Batteries and chargers
 - r. General Electric Construction and Maintenance
 - s. NEC (Codeology Pertaining to Substations & Switchyards)
3. Underground Systems Construction and Maintenance1250
- a. Breakers and Switches
 - (1) SF6
 - (2) Vacuum
 - (3) Air
 - b. Transformers
 - c. Padmounts
 - d. Network
 - e. Network Protectors
 - f. Knots and Rigging
 - g. Cable Pulling
 - h. Cable Splicing and Terminating
 - i. General Electrical Construction and Maintenance
 - j. NEC (Codeology Pertaining to URD Systems)
4. Blue Print Reading.....750
- a. Schematics
 - b. Wiring Diagrams
 - c. Panel Layout Prints
 - d. Trouble shooting techniques
 - e. Light Division - 3 Phase Drawings
 - f. Light Division Book of Standards
 - g. Construction Prints
 - h. Network Schematics and Prints
 - i. Computer Skills
 - j. Data and Record Keeping

TOTAL HOURS: 7000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☒ (X) Other (specify): **City of Tacoma Facilities.**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Applicants accepted as apprentices will be required to attend all school and training necessary to complete the Apprenticeship Training Program and be certified by the Apprenticeship Committee.**
- 2. All apprentices have to be certified by the Apprenticeship Committee to have completed the apprenticeship program.**
- 3. All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council.**
- 4. SAFETY**
 - a. Apprentices will be required to conform to all Washington State Safety Rules and departmental safety rules.**
 - b. Apprentices will be required to attend a basic first aid course recognized by the Division of Industrial Safety and Health,**

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Department of Labor and Industries, before completing their training. A first aid course will be available at the Public Utilities Building or at the American Red Cross.

- c. Line apprentices will be taught the procedure for pole top rescue; wire apprentices working in the downtown underground will be taught vault rescue procedures.**
- d. Apprentices required to drive Department of Public Utilities' vehicles must have a valid Washington State Driver's license; additional license class and endorsements may be required.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information

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- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

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The Apprenticeship Committee shall be composed of four (4) representatives from City service and four (4) representatives from Labor organizations with apprentice-crafts.

The employer representatives shall be:

**Glenn Noble, Secretary
PO Box 11007
Tacoma, WA 98411**

**John Lawrence
PO Box 11007
Tacoma, WA 98411**

**Bill Privett
PO Box 11007
Tacoma, WA 98411**

**Dave Ward
PO Box 11007
Tacoma, WA 98411**

**Steve Anderson, Alternate
PO Box 11007
Tacoma, WA 98411**

**Craig Lohrey, Alternate
PO Box 11007
Tacoma, WA 98411**

**Steve Neslund, Alternate
PO Box 11007
Tacoma, WA 98411**

**Marcie Hedman, Alternate
PO Box 11007
Tacoma, WA 98411**

The employee representatives shall be:

**Doug Read, Chair
PO Box 11007
Tacoma, WA 98411**

**Darren Lawrence
PO Box 11007
Tacoma, WA 98411**

**Ken Scudder
PO Box 11007
Tacoma, WA 98411**

**David Haley
PO Box 11007
Tacoma, WA 98411**

**Chris Hanwright, Alternate
PO Box 11007
Tacoma, WA 98411**

**Ralph Baarslag, Alternate
PO Box 11007
Tacoma, WA 98411**

**Dwayne Young, Alternate
PO Box 11007
Tacoma, WA 98411**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

LINE SUBCOMMITTEE:

The Employer Representatives Shall Be:

**Steve Neslund
PO Box 11007
Tacoma, WA 98411**

**Tony Psaris
PO Box 11007
Tacoma, WA 98411**

The Employee Representatives Shall Be:

**Ken Scudder
PO Box 11007
Tacoma, WA 98411**

**John Bisceglia
PO Box 11007
Tacoma, WA 98411**

METER SUBCOMMITTEE:

The Employer Representatives Shall Be:

**Glen Noble, Secretary
PO Box 11007
Tacoma, WA 98411**

**Marcie Hedman
PO Box 11007
Tacoma, WA 98411**

The Employee Representatives Shall Be:

**Darren Lawrence, Chair
PO Box 11007
Tacoma, WA 98411**

**Dwayne Young
PO Box 11007
Tacoma, WA 98411**

WIRE SUBCOMMITTEE:

The Employer Representatives Shall Be:

**Tom Lizotte
PO Box 11007
Tacoma, WA 98411**

**Steve Anderson
PO Box 11007
Tacoma, WA 98411**

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The Employee Representatives Shall Be:

**Ralph Baarslag
PO Box 11007
Tacoma, WA 98411**

**David Haley
PO Box 11007
Tacoma, WA 98411**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Kimberly A. Raap
PO Box 11007
Tacoma, WA 98411**

**Management Consultant:
Gary Armfield
PO Box 11007
Tacoma, WA 98411**

**Labor Consultant:
Rick Hite
IBEW 2811 South Mullen
Tacoma, WA 98409**